

Appendix B

Commonwealth of Virginia Database Index Reporting Form

1. Public Body Name & Numeric Code: Va. Dept. of Agriculture and Consumer Services	4. Point of Contact: Barbara Payton
2. Database Title: Virginia Wine Marketing Office Consumer Database	5. Phone Number: 804-786-0481
3. Database Acronym:	6. Signature & Date: <i>Barbara J Payton 6-15-00</i>

7. Database Description and Contents: *(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)*

The database currently contains approximately 55,000 names of individuals who have requested copies of our 24 page full color Virginia Wineries Festival and Tour Guide which is published annually. Although we receive requests on a daily basis, new names are annually added to the collective database and checked for duplicates. The tour guide is used to promote the state's wine industry which currently has sixty wineries and over 300 wine related events annually.

Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.

8. Date of Last Update: December 1999	9. Frequency of Update: ___ Daily, ___ Weekly, ___ Monthly, Other: Annually
10. Formats Available and Schedule of Fees: <i>(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)</i>	

a. Format 100 MB Iomega PC Zip Disc Send completed form to The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-8000 (Attn: Mary Clark). (January 2000).	b. Cost \$20.00
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